

Recommended Timeline

2020-2021 Idaho Lottery Bucks for Books Award

 Required

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November/December 2020:

- ☐ **Complete Bucks for Books business meeting webinar.**
- ☐ Notify district financial personnel to inform them of your connection with this grant and clarify purchasing procedures, timelines, forms, rules, etc.
- ☐ Notify financial department that the funds arrive via EFT rather than a paper check.
- ☐ Work out a plan to spend the grant funds via remote access in case schools close.
- ☐ ***Transfer grant deadline and benchmark dates to your master calendar and set reminders of tasks that must be done to meet the deadlines.***
- ☐ Read Final Report question samples to anticipate information to collect during the grant program.
- ☐ If they aren't in place already, set up systems to collect the data you will need.
- ☐ Analyze the collection to determine buying priorities and weed as needed.
- ☐ Use the sample letters provided in your grant package to educate parents and teachers about why it's important to get books into the hands of young students.
- ☐ Communicate with teachers to review new procedures and circulation policies you plan to implement in the library.
- ☐ Get input from students and teachers on title suggestions.
- ☐ Place first book order before leaving for Winter Break.

January 2021:

- ☐ Recruit a team to help with physical processing (spine labels, bar codes, shelving etc.). Do you have student helpers? Parent volunteers?
- ☐ If you've not already, meet with the district financial person to learn about:
 - ☐ What is the procedure and timeline for the purchase/invoice/receiving cycle? How much lead time is necessary to ensure all obligation and spending deadlines are met?
 - ☐ How much lead time does your district contact need to provide you the correct financial report for you to submit with your report to ICfL?
 - ☐ Can they provide you with a monthly report so you can track your progress?
 - ☐ How do you read the report?
 - ☐ Who is the purchasing agent? Is it a different person?
 - ☐ Finalize plans for ordering if staff and students are learning and working remotely.
- ☐ January 25, 2021: Youth Media Awards are announced!

February 2021:

- ☐ Still have grant funds? Place your final book orders. Successful grantees usually have the grant money spent or obligated before winter break. Some may want to hold a little back for the winners of the YMA's. Be ready to place new orders if titles are backordered.
- ☐ Double check that financial reports are in order and that **100% of the grant funds are on track to be spent**. This is the time for last minute purchases to fulfill that grant requirement and to submit orders to compensate for backordered titles, if needed.

- ☐ End of February: request financial report checking that the March 12 obligation deadline will be met. Check with your district financial contact about this report.

March 2021:

- ☐ **Register for Summer Summit 2021 for School Librarians! Registration will open after spring break season.**
- ☐ **March 12, 2021: 100% of grant funds should be obligated.**

April 2021:

- ☐ **April 16, 2021: 100% of funds must be spent and invoices paid. Not even a penny can be left over!**
- ☐ **April 16: Project complete.**

May 2021:

- ☐ **May 3, 2021: Final Report Due!**

Congratulations! You have completed the Bucks for Books program!